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# DEPARTMENT OF EDUCATION

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## CHILD NUTRITION PROGRAM

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# Online Application Community Eligibility Program

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**Application Guide**

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## Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

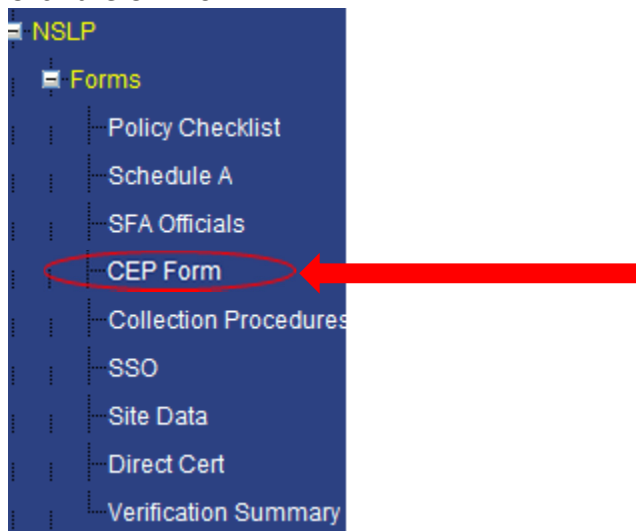
## Revision History Chart

Date	Version	Description	Author
04/13/2015	1.0	Online Application CEP Guide	June Barrett

## Accessing the Community Eligibility Application (CEP)

The Community Eligibility Provision (CEP) Form has been added to the yearly application renewal package completed by each entity seeking participation on the NSLP program. Each year prospective sponsors will be required to complete the CEP application indicating whether or not they plan to participate in the upcoming program year. Please be aware that once you sign up to participate in the CEP program you cannot exit the program during the program year. You must wait until the next program year to request removal. To access the CEP application:

1. Log in to the Online Application
2. Click the plus (+) sign next to NSLP
3. Click the plus (+) sign next to Forms
4. Click the CEP Form Link



### Question 1 – CEP Participation

1. In question 1, tell us whether or not you plan to participate in the CEP program for the upcoming year by selecting Yes or No.
2. If you select No, the CEP application process is complete. Click the **Save** button to continue to the next application.
3. If you select Yes, choose the DC% Base Program Year from the dropdown box. **Note:** Your initial DC percentage year is good for up to four consecutive years. However, if you so choose, per USDA regulations you can change your DC percentage each year in order to get the maximum free reimbursement.

**\*\*Note:** Make sure to complete the Schedule A before beginning the CEP application

CEP: Community Eligibility Provision	
1. Does this sponsor wish to Participate in the Community Eligibility Provision?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Choose the DC % Base Program year	<input type="text" value="2014"/>

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**Question 2 – Building CEP Groups**

In order to participate in the CEP program, you must create at least one group. A group may contain one site, multiple sites or your entire district. One stipulation is that the group must have an average DC% of at least 40%. To add a group:

1. Click the **Add New Group** button in Question #2
2. The application will create an empty group for you to work with

Add New Group		<a href="#">Click here to view an example with each site as its own Group</a> <a href="#">Download USDA CEP Eligibility and Reimbursement Calculation Worksheet</a>					
Group Name	Avg DC Percentage	Avg Free Percentage	Select	Delete	Oct Earnings	Oct CEP Earnings	Oct Earnings Diff
NSLP_CEP_Group_1	0.00000000 %	0.00000000 %	Group Sites	Delete Group	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00

3. Click the **Group Sites** button to continue.
4. You will be presented with a screen that lists all of the sites in your district along with their DC Count, Enrollment and DC Percentage. Any individual site that has a DC% under 40% will have their DC% highlighted in red. These sites **cannot participate in CEP individually**, but can be grouped with other sites that are over 40% in order to participate.

Site Name	Site Code	DC Count	Enr Count	DC Percentage	Group Name	Select
Test Elementary School	CEP-0003	261	409	63.81418093 %		<input type="checkbox"/>
Test High School	CEP-0005	120	329	36.47416413 %		<input type="checkbox"/>
Test Middle School	CEP-0007	190	349	54.44126074 %		<input type="checkbox"/>
		571	1,087	52.52989880 %		

5. To add a site to the group, check the box next to that school in the **Select** column.

Site Name	Site Code	DC Count	Enr Count	DC Percentage	Group Name	Select
Test Elementary School	CEP-0003	261	409	63.81418093 %	NSLP_CEP_Group_1	<input checked="" type="checkbox"/>
Test High School	CEP-0005	120	329	36.47416413 %		<input type="checkbox"/>
Test Middle School	CEP-0007	190	349	54.44126074 %		<input type="checkbox"/>
		571	1,087	52.52989880 %		

6. To add all sites, check the box next to the statement **Check here to add all available sites to this group**

[Check here to add all available Sites to this Group](#)

**\*\*Note:** A site can only appear in one group

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7. As you add sites to the group, the grid at the top of the screen will be populated with that sites information, providing you with individual and cumulative figures for that group. All sites in a group will take on the cumulative Average Group DC% and Average Group Free% for claiming purposes. A list of the fields and their definitions is below.

- **Site Name** – Name of the site
  - **Site Code** – Site’s cost center code
  - **DC Count** – Number of Direct Cert Students at that site as of April 1
  - **Enr Count** – Total Enrollment for the site
  - **DC %** - Direct Certification percentage for the site (DC Count/Enr Count)
  - **Avg. Group DC%** - Average DC% of all sites in the group
  - **Avg. Group Free%** - Average DC% of all sites in the group multiplied by the multiplier
  - **\*Oct Earnings** – Amount each site earned in NSLP reimbursements the previous October
  - **\*Oct CEP Earnings** – What the site would have made using the October figures if they were on CEP
  - **\*Oct Earnings Diff** – Difference between the two figures
- \*These fields (Oct Earnings, Oct CEP Earnings and Oct Earnings Diff) have been provided for use as a planning tool only and are estimates not actual figures. There are multiple factors that must be taken into consideration when deciding whether or not to participate in CEP.*

CEP: Community Eligibility Provision: Group Sites								
NSLP_CEP_Group_1								
<p>Note:                      The October Earnings and October CEP Earnings columns shown below are based on your Lunch and Breakfast meal counts from previous program year's October Site Data Sheets.                      The Potential October Lunch and Breakfast Earnings shown below is for information purposes only.</p>								
Site Name	Site Code	DC %	Avg Group DC %	Avg Group Free %	Estimated Oct Earnings	Estimated Oct CEP Earnings	Estimated Oct Earnings Diff	Remove
Test High School	CEP-0005	36.47416413 %	45.72271386 %	73.15634218 %	\$17,346.86	\$17,284.98	(\$61.88)	<input type="checkbox"/>
Test Middle School	CEP-0007	54.44126074 %	45.72271386 %	73.15634218 %	\$57,138.18	\$51,863.22	(\$5,274.96)	<input type="checkbox"/>
			45.72271386 %	73.15634218 %	\$74,485.04	\$69,148.20	(\$5,336.84)	

8. In the example above, we have added two sites to NSLP\_CEP\_Group\_1. Test High School has a DC% of 35% while Test Middle School has a DC% of 55%. Combined, this group has a DC% of 45% which is over the 40% threshold meaning this group would be allowed to participate. However, based on the October figures the group is projected to lose money if they decide to participate on CEP.

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- To remove a site from a group, check the box next to that site in the **Remove** column. After removing a site, the projected earnings and cumulative figures will be updated accordingly.

Site Name	Site Code	DC %	Avg Group DC %	Avg Group Free %	Estimated Oct Earnings	Estimated Oct CEP Earnings	Estimated Oct Earnings Diff	Remove
Test High School	CEP-0005	36.47416413 %	45.72271386 %	73.15634218 %	\$17,346.86	\$17,284.98	(\$61.88)	<input type="checkbox"/>
Test Middle School	CEP-0007	54.44126074 %	45.72271386 %	73.15634218 %	\$57,138.18	\$51,863.22	(\$5,274.96)	<input type="checkbox"/>
			45.72271386 %	73.15634218 %	\$74,485.04	\$69,148.20	(\$5,336.84)	

Site Name	Site Code	DC %	Avg Group DC %	Avg Group Free %	Estimated Oct Earnings	Estimated Oct CEP Earnings	Estimated Oct Earnings Diff	Remove
Test Middle School	CEP-0007	54.44126074 %	54.44126074 %	87.10601719 %	\$57,138.18	\$60,246.19	\$3,108.01	<input type="checkbox"/>
			54.44126074 %	87.10601719 %	\$57,138.18	\$60,246.19	\$3,108.01	

- When your group has been created, click the **Back to CEP Form** at the top of the screen to complete the CEP application process.

**Sample County Board of Education**

Program Year: 2014 [July 2013 - June 2014] Revision: 0   Unsubmitted

[<< Back to CEP Form](#)

CEP: Community Eligibility Provision: Group Sites

**NSLP\_CEP\_Group\_1**

- To add another group, begin with Step 1 of this section (**Building CEP Groups**). Keep in mind that a site can only participate in one group.
- To delete a group, click the Delete Group button next to the group you wish to delete. This will remove the group and allow for the sites to be used in other groups.

Group Name	Avg DC Percentage	Avg Free Percentage	Select	Delete	Oct Earnings	Oct CEP Earnings	Oct Earnings Diff
NSLP_CEP_Group_1	45.72271386 %	73.15634218 %	<input type="button" value="Group Sites"/>	<input type="button" value="Delete Group"/>	\$74,485.04	\$69,148.20	(\$5,336.84)
					\$74,485.04	\$69,148.20	(\$5,336.84)

**Question 3 - CEP Group Sites**

This section provides a summary of the information from the **Group Sites** screen. It lists all of the groups, their sites as well as the percentages and projected earnings.

**3. CEP Group Sites**

In Order to Add or Change the Sites in CEP Groups, click the "Group Sites" button above

Site Name	Site Code	Group Name	DC %	Avg DC %	Avg Free %	Est Oct Earnings	Est Oct CEP Earnings	Est Oct Earnings Diff
Test Elem School	CEP-0003	NSLP_CEP_Group_1	60.82725061 %	51.42594296 %	82.28150874 %	\$0.00	\$0.00	\$0.00
Test Middle School	CEP-0007	NSLP_CEP_Group_1	55.49132948 %	51.42594296 %	82.28150874 %	\$57,138.18	\$57,346.65	\$208.47
Test High School	CEP-0005	NSLP_CEP_Group_1	35.45454545 %	51.42594296 %	82.28150874 %	\$17,346.86	\$19,125.51	\$1,778.65
						\$74,485.04	\$76,472.16	\$1,987.12

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**Question 4 – Certification**

Each sponsor opting to participate in the CEP program is required to certify that they have made both their Superintendent and Chief Financial Officer aware that any excess meal costs not covered by reimbursements must be covered using no-federal funds.

**4. CEP Certification**  
 Certify that the Superintendent and Chief Financial Officer are aware that any excess meal costs not covered by reimbursements must be covered using Non-Federal Funds. This Application cannot be revised after July 1

Once the CEP Form is complete, click the **Save** button to save the changes.

**CEP: Community Eligibility Provision**

**1. Does this sponsor wish to Participate in the Community Eligibility Provision?**  
 Yes  
 No

Choose the DC % Base Program year: 2014

**2. CEP Groups**  
 In order to participate in CEP, you have to create atleast one group. Once you have created a group, you have to add sites to that group and the Average DC % for all sites in the group will determine your Free Meals Percentage. The Average DC % for all sites in a single group has to be 40 % or above.  
**Note:** A group could contain one site or multiple sites. You may also choose to add all your sites to one group provided the average DC % for all those sites is 40 % or above.

[Add New Group](#) [Click here to view an example with each site as its own Group](#)  
[Download USDA CEP Eligibility and Reimbursement Calculation Worksheet](#)  
[Click here to view DC Count Breakdown](#)

Group Name	Avg DC Percentage	Avg Free Percentage	Select	Delete	Estimated Oct Earnings	Estimated Oct CEP Earnings	Estimated Oct Earnings Diff
NSLP_CEP_Group_1	51.42594296 %	82.28150874 %	<a href="#">Group Sites</a>	<a href="#">Delete Group</a>	\$74,485.04	\$76,472.16	\$1,987.12
					\$74,485.04	\$76,472.16	\$1,987.12

**3. CEP Group Sites**  
 In Order to Add or Change the Sites in CEP Groups, click the "Group Sites" button above

[Export to XLS](#)

Site Name	Site Code	Group Name	DC %	Avg DC %	Avg Free %	Est Oct Earnings	Est Oct CEP Earnings	Est Oct Earnings Diff
Test Elem School	CEP-0003	NSLP_CEP_Group_1	60.82725061 %	51.42594296 %	82.28150874 %	\$0.00	\$0.00	\$0.00
Test Middle School	CEP-0007	NSLP_CEP_Group_1	55.49132948 %	51.42594296 %	82.28150874 %	\$57,138.18	\$57,346.65	\$208.47
Test High School	CEP-0005	NSLP_CEP_Group_1	35.45454545 %	51.42594296 %	82.28150874 %	\$17,346.86	\$19,125.51	\$1,778.65
					\$74,485.04	\$76,472.16	\$1,987.12	


**4. CEP Certification**  
 Certify that the Superintendent and Chief Financial Officer are aware that any excess meal costs not covered by reimbursements must be covered using Non-Federal Funds. This Application cannot be revised after July 1 2013.

**Comments**

Comments:

Sponsor Comments:

State Comments:

[Save](#) 



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## Submittal

To submit the CEP Form:

1. Log in to the Online Application
2. Click the plus (+) sign next to NSLP
3. Click the Submit Link
4. Correct any errors that may appear
5. Check the box next to the CEP Application Revision
6. Check the certification statement acknowledging that you understand that in submitting the application, you are agreeing to participate in CEP of the entire school year.
7. Click the **Submit Applications** button

Community Eligibility Provision	
<input checked="" type="checkbox"/>	CEP App [Revision 0]
CEP Participation	<b>Yes</b>
Certification	<input checked="" type="checkbox"/> I understand that in submitting this application, I will participate in CEP program for the entire program year [07/01/ 2013 - 06/30/2014]. This Application cannot be revised after July 1 2013.
Requested Effective Start Date:	7/1/2013 <input type="button" value="v"/>

Submit Applications

## Additional Planning Tools

Imbedded in Question 2 of the CEP Form and on the Group Sites screen you will find the following three links:

**Click here to view an example with each site as its own Group** – This link will take you to a page that shows the October Earnings and October CEP Earnings for each site in your district. The figures are based on the Lunch and Breakfast meal counts from previous program year's October Site Data Sheets and are provided for informational purposes only.

CEP: Community Eligibility Provision: Sites									
Note: The October Earnings and October CEP Earnings column shown below are based on your Lunch and Breakfast meal counts from Previous Program year's October Site Data Sheets.									
The Potential October Lunch and Breakfast Earnings shown below is for information purposes only.									
Site Name	Site Code	DC Count	Enr Count	DC Percentage	Avg Free Percentage	Est Oct Earnings	Est Oct CEP Earnings	Est Oct Earnings Diff	Notes
Test Elementary School	CEP-0003	261	409	63.81418093 %	100.00000000 %	\$0.00	\$0.00	\$0.00	
Test High School	CEP-0005	120	329	36.47416413 %	58.35866261 %	\$17,346.86	\$17,346.86	\$0.00	DC % is Under 40.
Test Middle School	CEP-0007	190	349	54.44126074 %	87.10601719 %	\$57,138.18	\$60,246.19	\$3,108.01	
		571	1,087			\$74,485.04	\$77,593.05	\$3,108.01	

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**Click here to view DC Count Breakdown** – This link will take you to a page that shows a breakdown of your DC Count by category (ex. Migrant, Pre-K, Homeless, etc.). All of the information displayed on the grid is as of April 1<sup>st</sup>. This data grid can be sorted on the page and exported to Excel for transfer and manipulation.

**Sample County Board of Education**  
 Program Year: 2014 [July 2013 - June 2014]

[Close Window](#)

CEP: Community Eligibility Provision: DC Count Breakdown										
Note: The raw data displayed is from April 1st snapshot.										
<a href="#">Export to XLS</a>										
Site Name	Site Code	DC Count	Migrant	Pre K	Homeless	Head Start	Runaway	Total DC Count	Enrollment	DC Percentage
Test Elem School	CEP-0003	248	0	13	0	0	0	261	409	0.638141809290954
Test High School	CEP-0005	118	0	0	2	0	0	120	329	0.364741641337386
Test Middle School	CEP-0007	190	0	0	0	0	0	190	349	0.544412607449857
		556	0	13	2	0	0	571	1,087	

[Close Window](#)

**Download USDA CEP Eligibility and Reimbursement Calculation Worksheet** – This link will take you to a downloadable copy of the USDA’s Community Eligibility Option Monthly Federal Reimbursement Estimator that will allow you to estimate the level of Federal reimbursement you could receive under the CEP option.

<b>Community Eligibility Option Monthly Federal Reimbursement Estimator</b>			
<i>Use to <b>estimate</b> the level of Federal reimbursement received under the option</i>			
<b>Step 1: Calculation of the annual Community Eligibility percentages</b> For use in the next school year, based on <b>SY2010-2011</b> reimbursement rates		<b>Step 2: Federal Reimbursement Rates</b> Select the current reimbursement rates used for each program. Select "0" for Free and Paid if not enrolled in a program	
Enter the number of identified students and enrolled students as of April 1 <sup>st</sup> in 1.1 and 1.2		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <a href="#">Click to define: Identified Students</a> </div> </div>	
1.1) Enter the number of identified students as of April 1 <sup>st</sup> :		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>Lunch</b> Free <input type="text" value="0"/> </div> <div style="text-align: center;"> <b>Breakfast</b> Free <input type="text" value="0"/> </div> </div>	
1.2) Enter the TOTAL student enrollment as of April 1 <sup>st</sup> :		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>Lunch</b> Paid <input type="text" value="0"/> </div> <div style="text-align: center;"> <b>Breakfast</b> Paid <input type="text" value="0"/> </div> </div>	
Percentage of identified students to be used for the next year= <i>**This percentage must be at least 40% to be eligible**</i>		#DIV/0!	
Percentage of meals reimbursed at the Federal FREE rate for the next year=		#DIV/0!	
Percentage of meals reimbursed at the Federal PAID rate for the next year=		#DIV/0!	
<b>Step 3: Monthly Meal Data</b> Enter in the number of LUNCHES and/or BREAKFASTS served in a month in 3.1 and 3.2		<b>Estimated Monthly Federal Reimbursements</b>	
3.1) Enter the total number of LUNCHES served in a month:		Reimbursement for LUNCH = #DIV/0!	
3.2) Enter the total number of BREAKFASTS served in a month:		Reimbursement for BREAKFAST = #DIV/0!	
Total number of MEALS served this month: 0		Total Reimbursement Level= #DIV/0!	
<i>**Optional**</i> Used in estimating the level of non-Federal funds needed		Federal Reimbursement per LUNCH= #DIV/0!	
<b>Step 3a: Enter the cost of producing each type of reimbursable meal</b>		Federal Reimbursement per BREAKFAST= #DIV/0!	
LUNCH:			
BREAKFAST:			
<b>Number of Monthly Free and Paid Meals</b>		<b>Estimated Monthly amount of Non Federal Funds needed to support meal production costs in Step 3a</b>	
Total number of LUNCHES reimbursed at FREE rate=		Excess LUNCH dollar amount= #DIV/0!	
Total number of LUNCHES reimbursed at the PAID rate=		Excess BREAKFAST dollar amount= #DIV/0!	
Total number of BREAKFASTS reimbursed at FREE rate=		Total Estimated amount of Non Federal funds needed= #DIV/0!	
Total number of BREAKFASTS reimbursed at the PAID rate=			

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### Site Data Sheet

The site data sheet has been updated and now requests information on plate and food costs. Each month you are required to enter the monthly Average Breakfast and Lunch Plate Costs, Total Non-Food Costs and Total Non-Program Costs for each of your sites.

**Note:** The plate cost information fields will be displayed during the end of the 2014 program year but data entry **is not required during this period**. The plate cost fields **will be** required beginning with school year 2015.

Test Elementary School [CEP-0003]										[Public]					
NSLP: Meals Served for February 2014. [2/3/2014 - 2/28/2014]										Enrollment and Eligibles for February 2014					
Breakfast (RE) [Severe Need]			Lunch (RE)			Snack ()				Enrollment	Free	Reduced	Paid		
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid							
0	0	0	0	0	0	0	0	0	Regular	408	313	37	58		
									Even Start	0	0	0	0		
									Head Start	0	0	0	0		
									Pre K	0	0	0	0		
									Snack	0	0	0	0		
Total Breakfast			Total Lunch			Total Snack									
Bkfst Days svrd 5 days/week			Lunch Days svrd 5 days/week			Snack Days svrd 0 days/week									
Cannot exceed 19 days			Cannot exceed 19 days			Cannot exceed 0 days									
Avg Monthly Bkfst Plate Cost			Avg Monthly Lunch Plate Cost			Avg Monthly Snack Plate Cost				Warning(s)					
0.00			0.00			0.00									
Total Monthly Non Food Cost			Total Monthly Non Program Food Cost			Potential Net Cash									
0.00			0.00			0.00									
\$0.00			\$0.00			\$0.00									
Estimated Earnings:										\$0.00					
Attendance Factor		0%		Free Absences		0		Reduced Absences		0		Paid Absences		0	

To help you in calculating your plate costs, we have provided a link to a plate cost calculation worksheet. To access the worksheet, click the Download Plate Calculation Worksheet link at the top of the screen.

Revision	Status	Decision Date	Start Date	End Date	Submitted By	Signature Authority	Submission Date	Created By	Creation Date	View	Rev Comments	Submission Type	Notes
0	Approved	10/03/2013	09/03/2013	09/30/2013	JKING		10/03/2013	JKING	10/3/2013 9:25:53 AM	Select	Comments	Sponsor	
1	Unsubmitted		01/01/1900	01/01/1900				JKING	2/27/2014 4:15:03 PM	Select	Comments	Sponsor	

[Download Plate Cost Calculation Worksheet](#)

You can then download the spreadsheet to your machine to calculate your costs.